

NFP Alumni Directory – Authentication Instructions

Thank you for submitting your information to the NFP’s Alumni Directory! This document contains instructions for authenticating to JHU’s secure servers so you can view the directory.

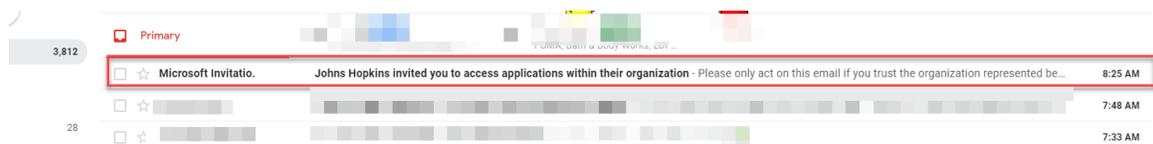
Rather than creating a new login and password for our website, authentication is done through the email address you signed up with (the one this email was sent to). If you’ve ever used “Sign in with Google / Facebook / Apple” on a webpage, this is the same process. JHU doesn’t ever see your password—instead, it gets passed a token from your email provider that confirms your login.

The initial authentication process has a few steps, which will vary depending on your email provider. **See below for details.**

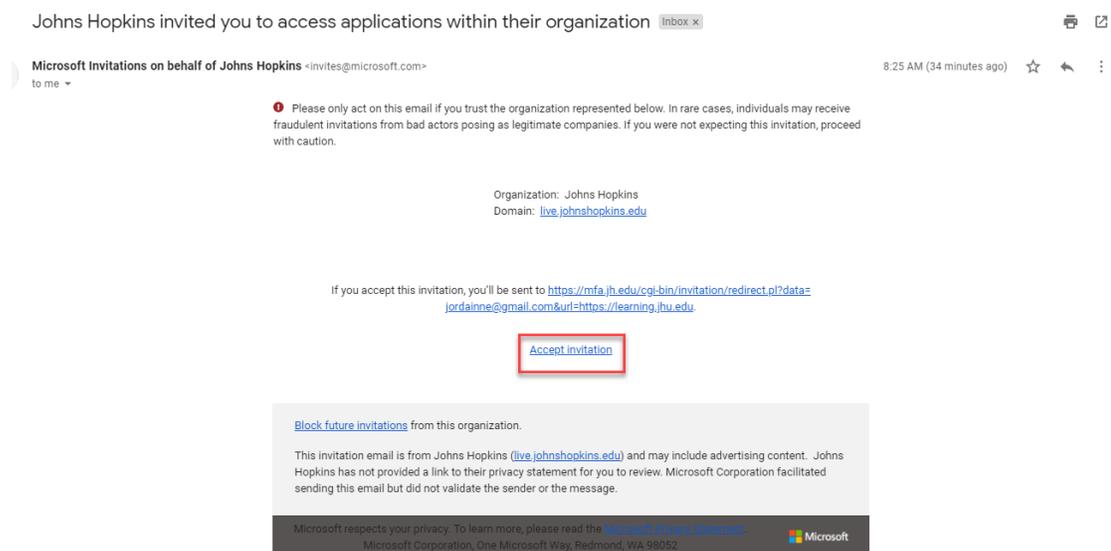
If there is an error in your directory listing or you’d like to update your information, please send an email to nfp@jhu.edu.

Authenticating your Email Address

1. Once we add your email address into the system, you will receive an authentication email from Microsoft titled **‘Microsoft Invitation’**.



2. Click **Accept Invitation** in the email. (*Note: if you have an active JHED ID, you may wish to open this link in an incognito window or another browser to avoid login conflicts.*)



3. This will take you to a JHU login page. Enter the **non-JHU email address that this email was sent to**. (Note: If you have signed up with an **@alumni.jh.edu** address, that will work, but active JHED credentials will not grant access to the directory.)

JOHNS HOPKINS
UNIVERSITY & MEDICINE

Sign in

Input your non-JHU email address

[Can't access your account?](#)

[Sign-in options](#)

[Back](#) [Next](#)

[First Time JHED Users Click Here](#)

The purpose of Johns Hopkins Enterprise Authentication is to provide a single sign-on functionality for our customers to access many applications with just one login.

4. You will be prompted to authenticate through your email provider. Depending on your settings, this may involve two-factor authentication. If you are prompted to “Review permissions” to allow Johns Hopkins to sign you in, choose **Accept**.

Google

Review permissions

J Johns Hopkins live.johnshopkins.edu

This resource is not shared by Microsoft.

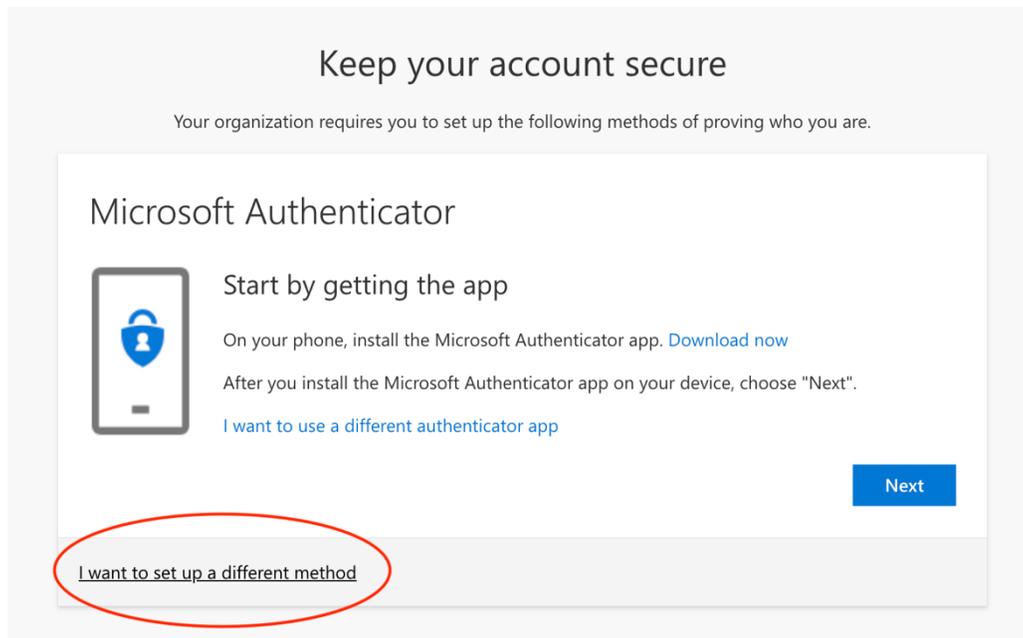
The organization Johns Hopkins would like to:

- ✓ Sign you in
- ✓ Read your name, email address, and photo

You should only accept if you trust Johns Hopkins. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. **Johns Hopkins has not provided a link to their privacy statement for you to review.** Johns Hopkins may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/live.johnshopkins.edu>

[Cancel](#) [Accept](#)

5. Enter your email address again to login. This time, JHU/Microsoft will ask you to set up two-factor authentication with the **Microsoft Authenticator**. If you have this app already, you're welcome to use it, a different authenticator app, or choose **I want to set up a different method** to use a text message instead.



6. That's it! Once this process is complete, you will be re-directed to the NFP Alumni Page, where you can click through to visit the directory. The next time you return, the sign-in process will be much simpler.
7. If you run into problems during this process, please let us know at nfp@jhu.edu.